

APRIL/MAY 2023

CSEN34 — SKILLS FOR EMPLOYMENT

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. In a group discussion, one must communicate with _____.
2. We should be _____ in group discussion.
3. Interviews are conversation with _____.
4. Which kind of interview includes a process in which the employability of the job applicant is evaluated?
5. The _____ format lists your work history with dates _____.
6. The resume type that showcases the job seekers qualification and skill is _____.
7. When introducing ourselves, we should use _____.



8. In business telephone calls, when making a request always use _____.
9. Gender diversity means _____.
10. HDI is a better index of development because it covers _____.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions. Choosing either (a) or (b)

11. (a) Explain how to prepare for Group Discussion.

Or

- (b) Illustrate the problem solving skills of leaders.

12. (a) Write a note on the types of interviews.

Or

- (b) List out the things to do before interview.

13. (a) Give tips for writing a Cover letter.

Or

- (b) Discuss the structure of resume.

14. (a) What are all the basic etiquettes to be followed in a workplace.

Or

- (b) Discuss the likes and dislikes during employment as a professional.

15. (a) Analyse the gender equality among past and present generation.

Or

- (b) Evaluate culture of India in family and Society.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Attempt an essay on problem solving skills.
17. Discuss some of the questions asked in an interview.
18. Write a sample resume for a teaching part.
19. Give a write up on gender equality.
20. Give a detailed account of workplace etiquette.

